

**JOB DESCRIPTION**  
**MURFREESBORO WATER AND SEWER DEPARTMENT**  
**PART-TIME SECRETARY / RECEPTIONIST**

1. **JOB TITLE:** PART-TIME SECRETARY / RECEPTIONIST
2. **DEFINITION:** This part-time secretarial/receptionist position requires typing, filing, answering the phone, taking messages, dealing with the public, and maintaining office records. This position reports directly to the assigned supervisor. All employees are responsible to the Director of the Water and Sewer Department and the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act; as having no significant occupational exposure to bloodborne pathogens and as Non-Safety Sensitive; the employee will be subject to post-accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT / JOB LOCATION:**
  - a. This position requires the use of personal computers, typewriters, dictating equipment, facsimile machines, photocopiers, calculators, postage machines, multi-line phone system and miscellaneous office equipment and accessories customarily found in an office environment.
  - b. The position is located in the Water & Sewer Department. Work is generally performed indoors. All City buildings and vehicles are smoke free.
4. **ESSENTIAL FUNCTIONS:**
  - a. Prepares and types correspondence, reports, agendas, bid packages, and proofreads documents accurately.
  - b. Maintains files of the Water and Sewer Department.
  - c. Effectively utilizes communication skills, both written and oral.
  - d. Functions semi-independently both in judgment and activities.
  - e. Maintains confidentiality where indicated.
  - f. Sits, stands, stoops, walks, and lifts files for storage on shelves ranging from floor level to six feet.
  - g. Answers telephone inquiries from the public and directs calls to staff or other departments to assist the caller.
  - h. Receives and communicates messages, oral and written, to and from members of the public, staff and other City employees.
  - i. Effectively deals with the public, some of whom may be irate and/or unreasonable.
  - j. Utilizes personal computers, application software, photocopying machines, multi-line telephones and inter-office communications systems accurately and efficiently.
  - k. Copies and collates reports and documents.

**5. EXAMPLES OF OTHER WORK TO BE PERFORMED:**

- a. Delivers correspondence and documents to other departments.
- b. Deposits outgoing and in house mail in proper receiving bins.
- c. Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be twenty-one years of age or older.
- b. High School diploma or equivalent.
- c. Must have legal authorization to work in the United States.
- d. Good human relation skills including even temperament and good judgment.
- e. Good typing skills of at least 45 words per minute preferred.
- f. Knowledge of and ability to operate a personal computer with Windows Microsoft Word and Excel (or compatible programs).
- g. Ability to perform work in a timely manner in order to meet scheduled deadlines despite frequent interruptions and distractions.
- h. Knowledge of modern office practices and procedures and possess the ability to type, file, utilize multi-line phone system and use general office machines employed in a business office environment.
- i. Ability to establish and maintain an effective working relationship with the public, supervisors and other employees.
- j. Capable of intermittent standing, lifting, stooping and walking.
- k. Physical and mental ability to setup, file and maintain records of the Department.
- l. Ability to communicate effectively in English, orally and in writing, with the public, elected officials, department heads, and other employees of the City.
- m. Ability to make arithmetic calculations rapidly and accurately on calculator.
- n. Physically able to lift and carry up to thirty-five pounds short distances.
- o. Ability to report for work on time and perform duties of the job for a scheduled workday.
- p. Ability to perform a variety of task simultaneously or in rapid succession.
- q. Have a good reputation for and ability to maintain confidentiality.

Non-Exempt  
Non-Safety Sensitive  
August 1, 2007